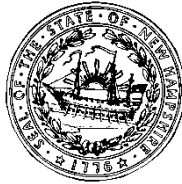


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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
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May 23, 2016

### Request for Proposals (RFP)

## **PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE IN THE DEVELOPMENT AND IMPLEMENTATION OF HIGH QUALITY COMPETENCIES AND ASSESSMENTS**

The Department of Education is seeking an individual or entity with specific expertise and experience to provide professional development in competencies and competency based assessment.

### **Deadline for Receipt of Proposals**

**4:00pm June 24, 2016**

**Proposals will be read beginning on June 27, 2016. Any proposals received after the above deadline will be considered if the positions are not filled by applicants that submitted by the deadline.**

The Department of Education (Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in the RFP shall be made in writing by the Department, in the form of an RFP Addendum, immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instruction from any other source is not authorized or binding on the State of New Hampshire.

### **Proposal Inquiries**

All questions about this Request for Proposals (RFP) should be submitted to:

Ashley Frame  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
Phone: 603-271-6579  
Email: [Ashley.frame@doe.nh.gov](mailto:Ashley.frame@doe.nh.gov)

## **Purpose**

The purpose of this RFP is to seek proposals for an individual or entity to provide professional development in competencies and competency based assessments.

### **1.0 Services to be provided**

Upon assignment by the Bureau Administrator, the successful individual or entity will be able to:

- Provide support to local school districts for the development and implementation of NH College and Career Ready Standards, Competencies and Performance Indicators at the local level using NH Model Competencies
- Provide technical assistance to school and curriculum leaders in the effective design of high quality competencies.
- Provide local and regional support for effective competency based assessment design through face-to-face trainings and online using a variety of state supported platforms.
- Collaborate with other groups taking leadership roles in the development of performance assessments based on the NH Model Competencies.
- Provide assistance to professional organizations, school-based leadership groups and educators in designing and validating high quality competencies, using the NH Department of Education Competency Validation rubric (based on content alignment, cognitive demand, enduring nature, and “assessability”)
- Provide technical assistance to districts, schools, and curriculum leaders in the development of competency-based education, as requested by the Department.
- Attend other assigned meetings that support the Department

### **2.0 Reporting**

The successful individual or entity shall provide the Department reports that detail the technical assistance activities provided and the data documenting the results of these activities. One, or more, of the following reports will be required by the Bureau Administrator:

**2.1 Preliminary Report:** report detailing the initial status of the district or school to whom the technical assistance is being provided and nature of the contact;

**2.2 Progress Reports:** report detailing the progress and current status of the district or school to whom technical assistance is being provided, including specific details of support provided; and

**2.3 Final Report:** report detailing the status of the district or school upon completion of the technical assistance/support activities.

### **3.0 Conflicts of Interest**

Upon receiving a new assignment, an individual or entity will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting the assignment or while engaged in the assignment.

### **4.0 Minimum Requirements**

**4.1** Master’s degree in education and experience in school improvement/reform;

**4.2** Knowledge of state standards (NH College and Career Ready Standards and State Model Competencies)

**4.3** Expertise in State Assessments, including, but not limited to, data analysis, report interpretation, and use of released items.

**4.4** Strong facilitation and professional development planning skills

- 4.5 The ability to work with representatives from state agencies, partner organizations, and school districts, for coordination of services and resources;
- 4.6 The ability to work independently within established timelines and demonstrate effective organizational skills;
- 4.7 Effective communication skills (oral and written);
- 4.8 At least five (5) years of experience in public and/or private school or a related field.
- 4.9 Experience building online content for broad delivery of professional development.

## 5.0 Compensation

The selected individual or entity will be compensated at \$850.00 per day, to include travel expenses, not to exceed \$40,000 for the contract period ending September 30, 2017

## 6.0 Terms and Conditions

- 6.1 The State shall not be responsible for or pay for any cost incurred by the applicant in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.3 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.4 If the Department chooses to award a contract in response to this RFP, the contract will be developed by the Department for approval by Governor and Council. This contract shall be in the form of a State of New Hampshire Form P-37, which is attached as Appendix A. The contract will incorporate by reference all provisions of this RFP and the successful applicant's proposal. In preparing a contract with the successful applicant, the Department reserves the right to negotiate and clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until the contract is approved by Governor and Council
- 6.6 The State shall not be responsible for any work performed by the successful applicant prior to the effective date of a contract approved by Governor and Council, or a limited, short-term contract could be issued by the Department to cover the period before Governor and Council approval.
- 6.7 Unless otherwise deleted or modified by mutual agreement between the State and the selected individual or entity, all general provisions contained on pages 2-4 of Form P-37 State Contract shall be incorporated in the contract.
- 6.8 All obligations of the State, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of federal and state funds, and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination. The State shall have the right to terminate or amend the contract immediately upon giving the selected individual or entity notice of such termination or amendment.
- 6.9 When delivering services under an approved contract, the selected individual or entity shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.10 Department expects to award a contract to the successful bidder, with the option to renew the contract for one (1) additional fiscal year(s) as indicated in the RFP. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. If the State chooses to exercise any or all of its renewal options, the maximum contracted cost that will occur in each fiscal year shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP.
- 6.11 All bidders will be required to provide the Department with the following information:

- a recent financial statement or most recent audit and a
- Certificate of Good Standing from the Secretary of State's Office.

In order to do business with the State of NH, you must have registered your business with the Secretary of State's Office. If you have not done so, here is the link:

[http://sos.nh.gov/corp\\_div.aspx](http://sos.nh.gov/corp_div.aspx) - See *NH QuickStart*

**6.12** In addition, your business will also have to have a vendor code for the State of New Hampshire, for which you can apply at this link:

[https://admin.state.nh.us/purchasing/vendorregistration/\(S\(01cza4abhassi355n04kq545\)\)/welcome.aspx](https://admin.state.nh.us/purchasing/vendorregistration/(S(01cza4abhassi355n04kq545))/welcome.aspx)

**6.13** A Proposal must remain confidential until the Effective Date of any resulting Contract as a result of this RFP. A Proposer's disclosure or distribution of Proposals other than to the State will be grounds for disqualification.

## **Bid Procedures**

**7.1** An original and three identical copies of a formal proposal must be sent or delivered to Ashley Frame, Department of Education by June 24 at 4:00 pm. The maximum number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include and will be evaluated based on the following criteria:

- a. detailed statement of the bidder's professional qualifications and experience, including references (35 points);
- b. a statement describing the bidder's interest in this project and the relevance of this contract to the bidder's service interest and experience (10 points);
- c. a detailed annual budget and justification related to the bidder's services in the capacity described in the section Services to be Provided, including a breakout of the elements of the proposed compensation package (25 points); and
- d. a narrative, which addresses the responsibilities, as outlined in the Section 1 "Services to be Provided", describing the bidder's related experience, insights and/or proposed approach (30 points).

**7.2** In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, no page limit has been established for the proposal. However the bidder's ability to develop a concise proposal which responds to all of the elements listed in the Services to be Provided will be considered in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

**7.3** Qualified bidders may, at the sole discretion of the Department, be asked to meet with the proposal evaluation team to discuss their proposal.

## **Evaluation of Proposals**

- 8.1** All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in subsection 7.1. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract.
- 8.2** If the Department chooses to award a contract relative to this RFP, it shall be to the bidder that receives the highest total rating as a result of the proposal evaluation process.

## **9. Confidentiality and Public Posting of Proposals**

Pursuant to the relevant statutes and regulations, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the State will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract resulting from this RFP to Governor & Executive Council, the State will post the name, rank and score of each proposer.

The content of each proposal shall become public information upon the Effective Date of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and should mark/stamp the materials as such. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Contractor pricing will be subject to disclosure upon approval of the contract by the Governor and Council. The State will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential. If a request is made to the State to view portions of a Proposal that the Contractor has properly and clearly marked confidential, the State will notify the Contractor of the request and of the date and the State plans to release the records. A designation by the Contractor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure. By submitting a Proposal, Contractors agree that unless the Contractor obtains a court order, at its sole expense, enjoining the release of the requested information, the State may release the requested information on the date specified in the State's notice without any liability to the Contractors.

## **10. Award of Contract**

In accordance with New Hampshire Statutes Chapter 21-G:37 IV, a proposer questioning the Department's identification of the selected proposer may request that the Department review

its selection process by submitting a written request to the Department within 5 business days after the rank is posted on the Department's website. This process represents the sole remedy for challenging the award of a contract pursuant to this RFP.

## **LIABILITY INSURANCE**

### **11. Insurance**

The Contractor will be responsible to procure insurance coverage as set forth in Section 14 of Appendix A.